

PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines
Diliman, Quezon City

BULLETIN OF VACANT POSITIONS #90

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
LABORATORY TECHNICIAN I	6-1	COLLEGE OF HOME ECONOMICS	LABT1-130-1998	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	LABORATORY TECHNICIAN MC NO. 10., S. 2013 CATEGORY II	11 February 2019

DUTIES & RESPONSIBILITIES:

** Prepare media /reagents/supplies for physio-chemical/proximate/microbiological analyses requested for laboratory activities/clients. Guide students in the use of lab equipment/materials in the QC laboratory*
** Issues QC supplies for laboratory use as needed; * Receives and checks QC supplies borrowed by students upon receipt. Conducts/monitors inventory of QC supplies/consumables; **
*Maintains cleanliness/orderliness of the QC lab and adjacent area and disposal of trash before start activity and before work dismissal; * Takes charge of safekeeping of QC and micro laboratory; * Reports any breakdowns in the laboratory facilities; * Purchases supplies/materials used for QC/micro analyses; * Prepare distilled water/deionized water needed for laboratory activities; * Acts as stand-in help in the actual analyses for PFP technical and extension services; * Prepares costing report of reagents and fuel used by students after each class use; * Perform other tasks/function assigned by DFSN from time-to-time.*

Interested applicants must:

- a) Download and fully accomplish the New RSS Form revised 2018 at http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx and send it to hrdorecruitment.upd@up.edu.ph
- b) Submit on or before the set deadline to the Recruitment & Selection Section of UP HRDO located at the Mezzanine floor, Quezon Hall, UP Diliman the following documents:
 1. Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct);
 2. Fully accomplished PDS (http://hrdo.upd.edu.ph/PDS_2017a.xlsx) and Work Experience Sheet (http://hrdo.upd.edu.ph/PDS_2017_Work%20Experience%20Sheet.docx)
 3. Performance rating in the last rating period (if applicable);
 4. Photocopy of certificate of eligibility/rating/license;
 5. Photocopy of Transcript of Records;
 6. Photocopy of relevant training certificates; and
 7. Photocopy of employment certificates

AUGUSTUS C. RESURRECCION, Ph.D.

Deputy Director, HRDO

31 January 2019

NOTE: APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.